

Recruitment Policy – St. Luke’s Ramsgate

Last Reviewed: PCC 28th October 2019.

“Jesus said, ‘The harvest is plentiful, but the workers are few. Ask the Lord of the harvest, therefore to send out workers into the harvest field.’” Luke 10:2

Introduction

At St. Luke’s we are dependent on a large number of volunteers carrying out invaluable work in all kinds of different areas of our church life. Some of these roles are simple and straightforward, whilst others involve working with children, young people or vulnerable adults or require a lot of training. To be a church that is effective in its mission we need volunteers that are:

- **Godly:** They carry out their role in a way that is consistent with Biblical Christian values and promotes the overall mission of the church.
- **Enthusiastic:** They are eager to carry out their role to the best of their abilities to serve both God and others.
- **Equipped:** They have the suitable skills, encouragement, support and training to carry out the role they are involved in.
- **Reliable:** They fulfil the role they agree to do or ensure that a team leader is informed and / or an alternative person is found if they are unable to carry it out.
- **Safe:** They do not pose any kind of risk to those who they may have responsibility for in their role.

The St. Luke’s recruitment policy seeks to ensure that we recruit and support volunteers to encourage the above.

Role Descriptions

“Jesus appointed twelve that they might be with him and that he might send them out to...” Mark 3:14-15

As a church we aim to have a clear simple role description for each of the volunteer roles at St. Luke’s. The role description will include:

- A simple statement outlining the main aim of the role.
- A list of skills and qualities that are essential for any volunteer carrying out this role.
- A list of skills and qualities that would be desirable for someone carrying out this role.
- A summary of the time commitments involved in carrying out the role.
- A more detailed description of what the role involves, how it grows you as a person, who it serves and how it meets the vision of the church.
- What level of leadership the role involves: ‘Helper / Team Leader / Overseer’ and what additional checks are required, e.g. does it require safer recruitment.
- A list of the church’s policies that the role requires the person to take notice of.
- The main contact person and present people involved in the role.

These role descriptions will be updated regularly in consultation with those carrying out the roles and new ones developed when new roles are created. (See Appendix 2 for a blank form).

Who is responsible for appointments?

“Here is a trustworthy saying: whoever aspires to be an overseer desires a noble task.” 1 Timothy 3:1

Although all Christians have a fundamental equality of status before God (Gal. 3:26-29) it was the regular practice for some to be recruited to different levels of leadership roles within the church (Acts 6:1-5; 14:23-25). The appointments were made by those in authority, but often in collaboration with the wider church.

The PCC with the incumbent are responsible for the oversight of St. Luke’s church and therefore carry the overall responsibility of any appointments within the church. However, it would be inappropriate and overly cumbersome for the PCC to scrutinise the appointment of every volunteer.

In order to facilitate a clearer structure for appointments there will be three levels of leadership within the roles at St. Luke’s:

- Overseer
- Team Leader
- Helper

A full description of each of these levels will be given in the following section.

Overseers may only be appointed by approval of the PCC.

The PCC will delegate the appointment of Team Leaders and helpers in each area of work to the overseer of that area.

The overseer may in turn (if they feel it appropriate) delegate the appointment of helpers to the Team Leaders, although this will not happen in the case of roles that require safer recruitment. In the case of safer recruitment the Parish Disclosure Officer will ensure the necessary checks are made by the overseer.

Appendix 1 gives a list of all the roles and who oversees which role.

Levels of leadership

“Now the overseer is to be above reproach...” 1 Timothy 3:2a

Whilst we are all sinners (Rom. 3:23) and in need of God’s forgiveness, we are also as Christians called to grow in holiness (1 Pet. 2:1-2) and Christian leaders in particular must set a good example by their lifestyle to those that they oversee (1 Pet. 5:3). The higher the level of leadership taken on within the church, the higher the expectation should be of a clearly Christian lifestyle (cf. 1 Tim. 3).

Overseer’s responsibility

These are those roles where the person has responsibility for a wide area of church life involving a number of different volunteers and often more than one small team. They are responsible for the recruitment of all team leader level roles in their area and where safer recruitment is required all helper level roles as well. They need to be people approved by the PCC.

Team leader's responsibility

The team leader role is one where someone has responsibility for one or more other volunteers or group members. They may be delegated the responsibility for role appointment of helpers for their teams where this does not need Safer Recruitment. They will generally be appointed by their overseer.

Overseer and team leaders' lifestyles

Those people who take on these key leadership roles in the church's life need to be those who live a Christian lifestyle. This is so they promote and do not undermine the values and teaching of the church.

A Christian lifestyle includes:

- having a servant heart and not acting as a bully or someone who exploits others for their own gain (1 Pet. 5:2-3; 1 Tim 3:3), but treating all people with respect (1 Pet. 2:17).
- not being involved in any sexual relationship outside of marriage and not being someone known for drunkenness or any form of drug or gambling addiction, but self-controlled. (cf. 1 Tim. 3:2-3).
- being honest and truthful in all dealings with people (1 Pet. 2:1).
- a desire to grow in their Christian faith (1 Pet. 2:2)

In addition overseers in particular will be well known within the church as having a good reputation and will be a mature Christian of some years (cf. 1 Tim. 3:6-7).

Helpers

Whereas those with leadership responsibility within the church should meet the criteria above it can be helpful to encourage those who are new to the church or faith to play some kind of active role within the church – as long as it does not involve significant responsibility.

This is true of the helper level roles. Some of these roles can be carried out by those who would not even call themselves a Christian or who are not living a clearly Christian lifestyle, whereas for other roles the expectation would be that they are Christians. This should be indicated on the role descriptions.

The Recruitment Process

“Paul and Barnabas appointed elders for them in each church and, with prayer and fasting, committed them to the Lord, in whom they had put their trust.” Acts 14:23

It is unnecessary for the recruitment process below to be undertaken in order for someone to ‘shadow’ someone else carrying out the role for a few weeks. However, it should be carried out before anyone takes on a role permanently.

There are 2 types of recruitment: Safer Recruitment and Simple Recruitment, the details of which are stated below. Whilst this is a bureaucratic process it should be done with an attitude of love, be motivated with a desire to do the best for God and his church and grounded in prayer.

For all roles where someone has responsibility for children, young people or vulnerable adults on a regular or unsupervised basis Safer Recruitment will be carried out. This includes those who oversee such work and in particular as the PCC oversees such work at least three members of the PCC, including the churchwardens, must go through the Safer Recruitment process.

For all other overseer or team leader roles simple recruitment will be carried out.

For all other long term helper roles it is not necessary, but is recommended that simple recruitment is carried out as good practice and definitely where it is necessary that a church policy on money, health and safety or data protection needs to be taken note of. Where a helper role is more ad hoc a recruitment process is not necessary. Whether a recruitment process is carried out for a helper role that does not require one will be left to the discretion of the overseer or team leader.

Safer Recruitment

The PCC agrees to adopt the Church of England *Practice Guidance: Safer Recruitment 2016* guidelines: https://www.churchofengland.org/media/2552006/safer_recruitment_practice_guidance_2016.pdf

In particular where someone is being recruited to a role that requires Safer Recruitment, the following steps should be taken:

1. The interested party should be handed a role description (see above) and a summary information sheet on our recruitment policies and details of where to find the detailed policies including this policy and the policy statement on the recruitment of ex-offenders) – see Appendix 2 for the summary information sheet and blank role description.
They should also be given an application form ‘for all roles’ (Appendix 4) and an application form for ‘safer recruitment’ (Appendix 3, Based on Appendix 3 of *Safer Recruitment*) which includes a request for references.
2. When the application form is completed and returned, they should be asked to sign a confidential declaration form concerning previous convictions (Based on Appendix 5 of *Safer Recruitment*).
3. At this point a discussion should be had with them to ensure that they understand what the role involves and are a suitable person to take on the role.
4. Assuming this is the case references should be requested.
5. A suitable DBS check will be requested.
6. Once the DBS check is cleared and ideally the references are received an appointment letter (Appendix 5) can be given to the person and they can be inducted into the role.
7. After about 6 months a conversation will be had with the person to ensure that both they and the church are happy with them continuing to carry out the role.

Where someone is being recruited to a new role in the church requiring Safer Recruitment, but have already undergone the Safer Recruitment process for a similar role (within the last 5 years and with no significant break from church involvement), then there is no need for references, a DBS or confidential declarations to be undergone.

Simple Recruitment

The steps involved with simple recruitment should be as simple as possible whilst providing the maximum clarity and support for someone taking on a new role. It is hoped that in most cases this process can be carried out with a conversation lasting between 10-30minutes.

1. The interested party should be given a role description and summary information sheet as with Safer Recruitment. They should also be given an application form (Appendix 4), although this should be a simple form asking for no more than name, contact details and experience relevant to the role. The form should also indicate agreement to take note of and abide by any relevant church policies. It might be appropriate at this point to give the interested party a few days to consider whether they are happy to carry out the role.
2. When the application form is completed, a discussion should be had to ensure that they understand what the role involves and are a suitable person to take on that role.
3. If they are, they should be given an appointment letter (Appendix 5) and inducted into the role.
4. After about 6 months a conversation will be had with the person to ensure that both they and the church are happy with them carrying out the role.

Final Points

The process and policy outlined here should also be carried out in line with the church's other policies. It should be done in order to promote the mission of the church to grow in Christ and glorify God forever.

Appendix 1: The levels and connection of roles

Overseer	Team Leader Roles	Helper Roles	
Sunday Teams	Sunday Team Leader (A,B, C) <i>These could recruit people to their teams.</i>	Welcomer (2) Refreshments (2) Children's Refreshments Sound desk operator Projector operator Money Counter (2) Hooverer	
	<i>Overall roles</i>	Refreshment Stock Controller Laundry of Tea Towels Setting Up for Communion & Baptisms (2) Flower Arranging	
	<i>Other Services</i>	Setting Up for 9am BCP Opening Up & Welcoming 6:30pm service Powerpoint & Sound for 6:30pm service Cleaning up & Locking up 6:30pm service	
	Organising rota for lifts	Those giving lifts	
	Sunday Services	Singing group leader & co-leader	Singing group members
	Communion servers *		
	Drama Group Leader		People in drama group
Sunday Club	Service Leaders		
	Regular Preachers		
	<i>Overall roles</i>	Sunday Club Administrator Sunday Club: Setting Up and Clearing up	
	Sparklers	--	
	Scramblers	Scramblers	
	Climbers	Climbers	
	Explorers	Explorers	
Outreach Teams	Pathfinders	Pathfinders	
	Fusion Leaders & Overall	Fusion Junior Leader	
	Baptism Prep	Baptism Prep	
		Care Home visitor	
	Men's Film 'n' Chippy		
	Play and Praise	Play and Praise Refreshments (2) Play and Praise Craft Co-ordinator Play and Praise General Helper	
	Tuesday Friendship Club	Treasurer Refreshments Birthday Card Co-ordinator Taxi Co-ordinator	
Explore Groups, Growth Teams & Courses	Food bank co-ordinator		
	Explore Group leader & co-leaders		
	Growth Team leader & co-leaders		
World Mission	Course leaders		
	Chair of World Mission Group	World Mission Champions (7)	
	*PCC direct appointments	PCC Treasurer	Banker Deputy Banker Cheque Signatories Online authorisation of payments Managing Employees Tax Returns Hall Bookings Manager
Buildings	PCC Chair & vice-chair		
	PCC Secretary		
	Safeguarding Co-ordinator		
	Parish Disclosure Officer		
	Data Protection Officer		
	MICA team member		
	Chair of Buildings & Health & Safety	Health & Safety Officer* (2) Buildings Consultant Buildings Committee Secretary Contract Liaison Officer Volunteer Garden / Maintenance Worker	
APCM elected positions	Deanery Synod		
	PCC Member		
	Church Wardens		

Appendix 2: Blank Role Description & Summary of St. Luke's Recruitment Policies

Volunteer Role Description

Vision: What's it about?	###		
Skills and Qualities Required: Can I do it?	Essential: <ul style="list-style-type: none"> • ### • ### 	Desired: <ul style="list-style-type: none"> • ### • ### 	
How much time does it take? ###			
Preparation Time:	###	When you need to be available:	###
Is there a Trial Period available?			
What is involved:	<ul style="list-style-type: none"> • ### • ### 		
How does it grow you?	<ul style="list-style-type: none"> ✓ ### ✓ ### 		

Leadership Level:	Relevant Policies:	Additional Checks:
Overseer	Data Protection	Practicing Christian
Team Leader	Health and Safety	Child Protection DBS
Helper	Financial Risk Assessment	Vulnerable Adult DBS

People Group Focus: What kinds of people does this role serve? Think of ages, health, employment status etc.	Vision Focus: (Please circle number for each area below, 1=low, 5=high)		
	Wider	Deeper	Together
Who should I contact for more information?	###		
Who else is doing it at the moment?	###		

Volunteer Recruitment at St. Luke's

Our aims:

Thank you for considering taking on a role at St. Luke's. As a church we depend on the efforts of many volunteers and are grateful to God for all the support He provides through them. We want our recruitment to encourage our volunteers to be:

- **Godly:** Following Biblical Christian values and promoting the overall mission of the church.
- **Enthusiastic:** Eager to carry out their role to the best of their abilities to serve both God and others.
- **Equipped:** They have the suitable skills, encouragement, support needed for their role.
- **Reliable:** They fulfil the role they agree or take steps to ensure they can be covered.
- **Safe:** They do not pose any kind of risk to those who they may have responsibility for in their role.

Maintaining our Christian values and culture

All are welcome to our church to come and hear the wonderful good news of Christ no matter what their background or lifestyle. Also, we want to encourage as many people as possible to be involved at St. Luke's. Many roles are open to everyone. However, particularly where roles require some responsibility within the church we do insist that the people taking them on are Christians and live a clearly Christian lifestyle. This is particularly true for those taking on Team Leader or Overseer levels. Please see the **Recruitment Policy*** for examples of what a clearly Christian lifestyle entails.

The recruitment process and safeguarding

We have sought to develop a process that while carrying out necessary checks will also help you to be clear about the role you are taking on and the responsibilities involved.

As part of the recruitment process you will be asked to fill in a simple form, have a discussion with someone about the role. If it is agreed you should take on the role you will be given a letter confirming that. We will then induct you into the role and after 6 months check that everything is OK. If at any point you want to withdraw from the process that is fine, just let us know.

Where a role involves looking after children, young people or vulnerable adults then you will need to go through a more rigorous *Safer Recruitment* procedure. This will involve you giving references, signing a confidential declaration about any previous convictions and going through a DBS check (which is free and now usually done online). For further details please see our **Recruitment Policy*.**

Recruitment of Ex-offenders

St. Luke's actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We only undertake DBS checks where it is necessary for the role. Where any convictions come to light we will ensure an open and measured discussion about whether this may prevent you taking on the role or not. For more details please see our **Recruitment of Ex-offenders Policy*.**

St. Luke's Policies

Where the role description indicates, those taking on roles at St. Luke's should familiarize themselves with any relevant policies. These might include: **The Health and Safety Policy***, **Data Protection Policy***, **Safeguarding Policy*** and the **Financial Risk Assessment Policy***.

*Policy documents can be found in the policy booklet on the St. Luke's notice table or online.

Appendix 3: Application Form – Safer Recruitment

CONFIDENTIAL

APPLICATION FORM

For voluntary workers with children or vulnerable adults

The PCC is responsible for the acceptance and accreditation of all voluntary workers with children or vulnerable adults.

Every worker should fill in a copy of this form which should be securely retained by the incumbent/churchwarden/administrator/PCC secretary

When you have completed this form, please return it to:
(to be filled in by the parish before giving the form to the applicant)

.....
.....
.....

The position for which you are volunteering is subject to an enhanced Disclosure from the Disclosure and Barring Service (DBS)

Position for
which you are

PERSONAL DETAILS

Surname

Title

First names

Date of birth

Address

Post Code

Home Telephone

Mobile telephone

Email

Any other name by which you have been known

Length of time at the above address

If less than 5 years at the above address, please give previous address

Previous Address

Post Code

Previous Church attended

Please give details of previous experience of looking after or working with children, young people or vulnerable adults or any specific training undertaken (as relevant to this role)

Have you undertaken Safeguarding children or vulnerable adults training Yes/No

If so, when and by whom?

--

Are you prepared to undertake appropriate training? Yes/No

(Note: If you decline to undertake initial or further training, the PCC will be entitled to withdraw your authority to work with children or vulnerable adults.

REFERENCES

Please give the names, addresses, phone numbers and email addresses of two people who know you well and would be willing to provide a personal reference. At least one of them should have experience of your ability to work with children, young people or vulnerable adults as appropriate.

	Referee 1	Referee 2
Name:		
Address:		
Email:		
Tel:		
Relationship:		

I confirm that the above information is accurate and complete to the best of my knowledge. I agree to complete a Confidential Declaration and to obtain a Disclosure from the Disclosure and Barring Service.

Signature: Date:

Please complete and attach the Confidential Declaration

(All information will be held safely and in confidence, in accordance with the Data Protection Act 1998.)

Appendix 4: Application Form – For all roles

CONFIDENTIAL

The PCC of St. Luke's Church Ramsgate is a Registered Charity,

No 1138535

Application for a Role at St. Luke's

If the role includes working with Vulnerable Adults or Young People and you have not previously taken on a similar role you will also need to fill in the 'Application Form for voluntary workers with children or vulnerable adults.'

Role Applied for: _____

Name: _____

Email: _____ **Phone:** _____

Previous experience relevant to this role:

I am aware of and will abide by the policies that are relevant to this role (see the role description).

Policies can be accessed online and are available on the St. Luke's Information desk in church.

(Please tick those that are applicable):

- Data Protection** (Where I have access to personal data because of this role I agree to take necessary steps to keep the data secure – i.e. locked on church premises, and not shared data with anyone except where necessary and with the agreement of the person whose data it is. I will take due account of the St. Luke's Data Protection policy).
- Health and Safety** (I agree to take all necessary steps possible to assess the health and safety risks to myself and others that may result from any activities taken in this role and seek to minimize such risks, taking due account of the St. Luke's Health and Safety policy).
- Financial Risk Assessment** (I agree to handle any money in the carrying out of this role in a way that takes due account of the St. Luke's financial risk assessment policy. In particular, I will keep careful records of any money collected, not remove funds from the church premises (except to be banked) and never pay money into my own account).

Signed: _____ **Dated:** _____

Appendix 5 – Appointment Letters

Safer Recruitment:



St. Luke's Vicarage

St. Luke's Avenue

Ramsgate

Kent

CT11 7JX

*Growing in Christ
to glorify God and enjoy Him forever*

Date

Dear *Name*,

I am delighted to confirm your appointment to the role of:

Role

at St. Luke's Ramsgate. This is after having received references and carried out a DBS check.

The date we received confirmation that the DBS had no adverse information recorded was: ***date***. This DBS was for ***Type of DBS***. Your DBS will be renewed after 5 years.

We will check that all is going well with your new role after about 6 months (around ***Date***), but please do not hesitate to chat through any issues or concerns before then.

Many thanks for taking on this important role within the life of St. Luke's church. We pray that God may bear much fruit through you in this role as you remain rooted in Christ (John 15:5).

Yours in Christ,

Paul Worledge (Vicar, St. Luke's Ramsgate)

The PCC of St. Luke's Church Ramsgate is a Registered Charity, No 1138535

Safer Recruitment – Previously Checked:



St. Luke's Vicarage

St. Luke's Avenue

Ramsgate

Kent

CT11 7JX

*Growing in Christ
to glorify God and enjoy Him forever*

Date

Dear *Name*,

I am delighted to confirm your appointment to the role of:

Role

at St. Luke's Ramsgate. You are able to take up this role because we have previously carried out the necessary checks under the Safer Recruitment guidelines.

The date we received confirmation that the DBS had no adverse information recorded was: ***date***. This DBS was for ***Type of DBS***. Your DBS will be renewed after 5 years.

We will check that all is going well with your new role after about 6 months (around ***Date***), but please do not hesitate to chat through any issues or concerns before then.

Many thanks for taking on this important role within the life of St. Luke's church. We pray that God may bear much fruit through you in this role as you remain rooted in Christ (John 15:5).

Yours in Christ,

Paul Worledge (Vicar, St. Luke's Ramsgate)

The PCC of St. Luke's Church Ramsgate is a Registered Charity, No 1138535

Simple Recruitment:



St. Luke's Vicarage

St. Luke's Avenue

Ramsgate

Kent

CT11 7JX

*Growing in Christ
to glorify God and enjoy Him forever*

Date

Dear *Name*,

I am delighted to confirm your appointment to the role of:

Role

at St. Luke's Ramsgate.

We will check that all is going well with your new role after about 6 months (around ***Date***), but please do not hesitate to chat through any issues or concerns before then.

Many thanks for taking on this important role within the life of St. Luke's church. We pray that God may bear much fruit through you in this role as you remain rooted in Christ (John 15:5).

Yours in Christ,

Paul Worledge (Vicar, St. Luke's Ramsgate)

The PCC of St. Luke's Church Ramsgate is a Registered Charity, No 1138535

Appendix 6: Monitoring Roles and Recruitment on the Trello Board

The Trello board is kept private and only approved members of St. Luke's can access it as it contains sensitive information. However, for those who do have permission to access it, this is a guide on how to use it.

How the Trello Board is set out:

A Trello Board consists of a number of lists. Going horizontally you move from one list to the next. The list contains a number of cards, which include a title and a description and may also include labels (shown by coloured bars), attachments and checklists.

The lists on the Recruitment Board are in order going from left to right:

- General Information – including a card on how to use the board and various policy documents.
- MICA Issues, containing information, agenda and minutes from MICA team meetings.
- Safeguarding – Containing information about safeguarding issues and recent lists of those who have done DBS or safeguarding information.
- A volunteer list. This contains a card for each volunteer. Each card contains:
 - A title which is the name of the volunteer.
 - a label to show whether they have a DBS check with the church: blue for vulnerable adults and green for children and young people.
 - The description contains contact details (if the person has agreed for these to be shared with members of St. Luke's), and information relating to safeguarding recruitment and Safeguarding training, where that has been undertaken.
 - There are also trello card attachments for each of the roles the person is undertaking at St. Luke's. Clicking on this will take you to the role card. There may be 1, 2 or more of these cards.
- The rest of the list all contain cards for role descriptions. Each card contains:
 - Title of the role and the person doing it or being recruited to it (unless it is a vacancy). There should only be one person for each role card. Where there are more than one person doing a role, they should each have a separate role card.
 - A description which gives the date the role was commenced by the present volunteer and a date of the last review.
 - Where appropriate a *due date* for when the next review should take place.
 - A coloured label:
 - Blue to show that this should be carried out by someone with a Vulnerable Adult DBS and requires safer recruitment.
 - Green to show that this should be carried out by someone with a Child DBS and requires safer recruitment.
 - Orange to show that there is not yet a role description for this role.
 - Red to show that the role is vacant.
 - Yellow to show that someone is in the process of being recruited to the role.
 - A checklist for recruitment. This should be for either simple recruitment or safer recruitment if it is a role that requires someone with a DBS.

- A Trello card attachment for the person who is taking on the role.
- An attachment to a document on OneDrive that is the role description for this role.
- The first of the lists is for present Vacancies. These should be copies of cards that appear later in the list and should all have a red label and no person attached or named in the title.
- The next list is in recruitment. Again these should be copies of cards that appear later. They should include both the name and the Trello card of the volunteer being recruited, and the checklist being filled in as each stage of the recruitment process is carried out.
- The rest of the lists contain all the roles being carried out, under different categories (cf. Appendix 1):
 - Sunday Team A
 - Sunday Team B
 - Sunday Team C
 - Sunday Teams Reserve and Support Roles
 - Other Services support roles
 - Sunday Services (Up front roles: singing group, leaders, preachers, helping with communion).
 - Sunday Children's and Youth work
 - Fusion
 - Outreach Teams
 - Explore Group and Growth Team Leaders
 - World Mission Group
 - Finance Roles
 - Buildings Roles
 - Administrative Roles
 - PCC Member Roles

What happens when a vacancy occurs?

1. Go to the role card for the role someone is giving up and open it up by double clicking on it.
2. Click on the Trello Attachment for the person taking on the role, to take you to their card.
3. On their card click 'Remove' under the attachment for the role they are giving up and confirm this by clicking the red remove button.
4. Then close their card and click on the role description card again.
5. Edit the title of the role card and replace the name of the person with 'Vacant'.
6. Edit the description of the role card and deleted any dates.
7. Add the red label 'Vacant' to the card, by clicking on labels and then clicking in the red vacancy label.
8. Click on 'Copy' and under 'Copy to...' select the list, 'Vacancies' (5th one down), then click 'Create Card'.

You should now be left with a vacant role card in the list of roles and the same card in the vacancies list.

What happens when starting the recruitment process?

1. Check to see if the person already has a card in the volunteer list. If they do move to point 2, if not follow these instructions:
 - a. At the top of the vacancy list, open the 'Volunteer Blank' card by clicking on it.
 - b. Select 'Copy'.
 - c. In the 'Copy Card' title box write the name of the new volunteer.
 - d. Click 'Create Card'.
 - e. Close the 'Volunteer Blank' card.
 - f. Drag and drop the new volunteer card, down the Volunteer list, so that their name appears in alphabetical order by surname.
 - g. Open the Contact Card. If they have agreed to have their contact details available, then add these contact details.
 - h. Close the contact card.
2. Drag and drop the appropriate role card from the vacancies list into the 'In Recruitment' list. If this is a new role, and the role card does not already exist follow these steps:
 - a. Decide whether it is a role that requires safeguarding steps or not and open the appropriate card at the top of the vacancies list: 'Blank for Simple Recruitment Role' or 'Blank for Safer Recruitment Role'.
 - b. Click on 'Copy' and type the name of the role into the 'Title section', then click 'create card.'
 - c. Close the card.
 - d. Open the newly created card.
 - e. If it is a safer recruitment role, click on labels and add the relevant DBS requirement label.
 - f. Close the card.
 - g. Drag and drop the card into the 'In Recruitment' list.
3. Open the Role Card.
4. Click on labels and de-select the red 'vacancy' label and select the yellow 'in recruitment label.
5. Edit the title and add the name of the volunteer to the title.
6. Click on 'attachment' and select 'Trello'. In the search box at the top, type in the name of the volunteer. Their card should appear at the top of the list. Click on this and it will be attached to the role card.
7. Now click on the trello attachment card for the person you have just attached to open up that card.
8. Click on 'attachment for this card and select Trello. The role description should appear at the top of the list, but if not type the role description into search until it appears in the list. Click on the role description (which should also have the person's name) and this will be added as a role to the volunteers card.
9. Close the volunteer card.
10. The relevant checklist should now be followed by handing the relevant paperwork to the person involved and following the procedures required. Check off each item as it is completed. Where DBS approvals, references, confidential declarations are completed,

update the volunteers card description with the relevant dates. If someone already has the relevant safeguarding checks for another role at St. Luke's and these are within the last 5 years, then these can be ticked off as completed straight away.

What happens when an appointment is made after completing the recruitment process?

1. Once the appointment letter has been given and the person inducted into the role, then the card can be updated to the appointed role by following the next few steps.
2. Add a 'due date' for a follow up check in 6 months. Click on 'Due date' and select a date in 6 months. This should match the date given in the appointment letter. You can now check off 'set due date for 6 month check.'
3. Edit the description to add the 'date of commencement' of the role.
4. Click on labels and de-select the yellow 'in recruitment' label.
5. Close the role card. Find where the role is in the lists to the right of 'in recruitment' and drag and drop the role card next to its 'Vacancy' role card.
6. Open up the duplicate role card with 'vacancy' next to it and select 'archive'.